## SUPERIOR COURT OF CALIFORNIA

# COUNTY OF ALAMEDA

#### JOB ANNOUNCEMENT EOE/ADA\*

\*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929

#### 24 HOUR JOB HOT LINE #

(510) 208-3906

www.alameda.courts.ca.gov/courts

#### **SENIOR SUPPORT ASSISTANT**

(Court Interpreter's Office)

PAY RANGE: \$1,622.40 - \$1,969.60 bi-weekly + plus benefits

FILING DEADLINE: Friday, September 29, 2006 by 5:00 p.m.

FILING REQUIREMENTS: Please send completed application form and supplemental questionnaire to:

Superior Court of California, County of Alameda Human Resources & Labor Relations Bureau 1225 Fallon Street, Room 105

Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Senior Support Assistant. Under general supervision, the incumbent performs and/or leads a variety of clerical activities in support of court programs such as interpreter services, jury services or exhibits custody; and performs related duties as assigned. The current job vacancy is assigned in the Interpreter's Office located in the Rene C. Davidson Courthouse in Oakland.

#### **TYPICAL DUTIES** (May include, but are not limited to the following:)

- 1. Assures jurors are available as needed by court; notifies potential jurors of dates of appearance and changes in schedule; evaluates and processes requests for release or deferral of jury service; contacts jurors for service; conducts jury roll call and orientation; responds to potential juror inquiries regarding such matters as length of jury service and reasons for being excused from service; records attendance and mileage of jurors; and processes juror payroll.
- 2. Assigns, trains, reviews and schedules work of others.
- 3. Recruits, trains and deploys court interpreters; makes arrangements for interpreters as needed for court; appears in court as expert witness to qualify interpreters or to justify use of non-certified interpreters as needed; reviews interpreter timesheets and verifies hours, dates and times worked; logs overtime; negotiates rates with freelance interpreters based on pre-established criteria; records attendance; and approves mileage expense claims.
- 4. Inputs, maintains and retrieves information from computer; maintains database records; orders, updates, creates, and/or completes forms, records and correspondence; prepares materials for mailings; approves documents needed to process fees for service; opens, sorts and distributes mail; sets up, maintains and purges files, tickler systems, and lists and prepares statistical reports for management and external agencies.
- 5. Receives, verifies and issues receipts for custody, safekeeping, release and disposal of court exhibits; stores exhibits to ensure that they are readily obtainable; supervises inspection of exhibits by legally authorized persons; and transports or arranges for transport of exhibits to trial departments, appellate and superior courts.
- 6. Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

#### Experience:

The equivalent to three years of full-time technical and clerical experience in a law office or court environment related to area of assignment.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of** court procedures and protocol; modern office methods and practice; correct English usage, vocabulary, spelling and punctuation; legal terminology; operation of office equipment, including personal computers; word processing and database application software and basic record keeping systems.

**Ability to** assign, schedule, train, and review the work of others; understand and interpret court proceedings, rules and procedures; apply office procedures and rules; operate standard office equipment; use word processing and database software applications; maintain logs, files, and other office records; compile routine reports; organize and prioritize work assignments; understand and follow written and oral directions and maintain confidentiality of information.

#### **GENERAL INFORMATION**

This is a full-time (37.5 hours per week), non-management position. Employment is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States. The finalist(s) must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report. This position includes a one-year probationary period.

Benefits include medical and dental insurance for employee and dependents, mandatory retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, life insurance, Employee Assistance Program and optional deferred compensation plan.

The examination process will include an initial screening of all application materials received by the filing deadline, including Court employment application and supplemental questionnaire. Failure to submit all the required application materials will result in disqualification in the examination process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

Application forms may be obtained at the Human Resources & Labor Relations Bureau, 1225 Fallon Street, Room 105, Oakland, 8:00 a.m.-5:00 p.m., Monday-Friday, at our website, <a href="www.alameda.courts.ca.gov/courts">www.alameda.courts.ca.gov/courts</a> or by calling our 24-Hour Job Hotline at (510) 208-3906.

Dist: SCT; official bulletin boards; County Depts; Bay Area Trial Courts; AOC; City & Co. Psn Depts; Diversity Rcrtmt Directory, Community Colleges

Opened exam on September 14, 2006 with a filing deadline of September 29, 2006.

### SENIOR SUPPORT ASSISTANT (Court Interpreter's Office)

#### SUPPLEMENTAL QUESTIONNAIRE

The examination process consists of an initial review of candidates' applications and supplemental questionnaires to verify possession of minimum qualifications. Applicants who best meet the qualifications for this position will be considered further in the selection process.

A properly completed Supplemental Questionnaire must be submitted with your application. This questionnaire <u>and</u> the application form will be used in evaluating your qualifications. *Please answer the following questions and submit with your completed application form by 5:00 p.m. on the last day for filing. Failure to submit a Supplemental Questionnaire will result in disqualification.* 

Based on your job-related experience, please provide the job title, employment period (beginning and ending dates), employer name, and major duties and responsibilities. If necessary, attach an 8-1/2"x11" paper to this questionnaire indicating additional job-related experience.

	SIGNATURE:	DATE:	
	PRINT NAME:		
	I hereby certify that all information presented is true and based on my background, skills and work experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Alameda.		
	Yes	□No	
6.		Are you able to communicate orally, and in writing, with individuals speaking another language? If so, pleaseribe the setting(s) in which you converse and/or write and specify the language.	
	Yes	□No	
5.	This position involves assigning and/or scheduling interpreters based on courtroom requests. Do you possess experience scheduling and/or deploying work based on workload needs? If yes, please describe.		
	Yes	□No	
4.		-related experience include dealing with difficult and/or hostile work situations? If so, please fic example and describe how the situation was resolved.	
	Yes	□No	
3.		ted experience include heavy public contact either in person or by telephone in a court or legal ividuals of diverse socioeconomic, cultural and ethnic backgrounds? If yes, please describe.	
	Yes	□No	
2.		in an environment in which interpreter services were requested and/or provided? Is so, please setting, your role and the types of matters in which you were involved.	
	Yes	□No	
1.	Do you possess at least three years of full-time technical and clerical experience in a law office or court environment? If so, please describe.		